

HOUSTON FIRE DEPARTMENT CERTIFIED FIREFIGHTER & EMT TRAINEE

Start working on obtaining the following documents and have them ready to turn in during Orientation.

- ✓ An active Texas Commission on Fire Protection Certification (Fire) – 1 copy
Note: Certification must be active on or before July 31, 2015 and you must maintain an active certification throughout the process; therefore check with TCFP to ensure certification is active prior to orientation
- ✓ An active Texas Department of State Health Services Certification (EMT) – 2 copies
Note: Certification must be active on or before July 31, 2015 and you must maintain an active certification throughout the process; therefore check with TDSHS to ensure certification is active prior to orientation
- ✓ Questionnaire Part A – available online @ www.HFDCareers.org
Note: Print one (1) sided only
- ✓ City of Houston NeoGov application that you completed when you applied online – 1 copy
 - a. Go to https://www.governmentjobs.com/js_login.cfm
 - b. Enter your Username and Password and **CLICK** Login
 - c. Click Application Status
 - d. Under Job Title you will see Certified Fire Trainee, **CLICK** View under View App
 - e. At the very top **CLICK** the Click here for a printable version of this application
 - f. The application will have the City of Houston logo on the upward left hand side. Print one (1) copy
- ✓ Valid Driver License – original + 1 copies
- ✓ Social Security Card – original + 1 copies
- ✓ Birth Certificate – original + 1 copies
- ✓ College Transcripts (sealed and from each and every college that you've attended)
Note: You must have 15 transferable semester college hours on or before July 31, 2015 with a minimum grade of "C" or better in each college level course taken from an accredited college/university. A "Course Completion Certificate" will not be accepted.
- ✓ DD214 Member 4 (military applicants only) – 1 copy
- ✓ Certificates of Disposition on all driving/moving violations in the last 3 years
- ✓ Certificates of Disposition on all criminal violations
- ✓ Passport size Photo – one (1) from CVS, Walgreens, etc.
Note: Tape photo to the center of an 8x11 sheet of paper and print name and rank number underneath the photo
- ✓ Fingerprint Applicant Services of Texas - available online March 6, 2015 @ www.HFDCareers.org
- ✓ Proof of the Hepatitis-B Series 1, 2, & 3 and a quantitative titer if series is older than 2 months

EACH COPY OF ALL PROCESSING DOCUMENTS MUST BE ON A SEPARATE SHEET OF PAPER